

The U.S Embassy in Pretoria South Africa is soliciting quotes for the Manufacture and Installation of a Car Wash

This document is an integral element of the order issued by the U.S. Embassy, Pretoria, South Africa to procure the manufacture and installation of a car wash at the U.S. Embassy, Pretoria South Africa. This document will serve as a part of the purchase order (contract) between the U.S. Government, principally the U.S. Embassy, Pretoria South Africa and the selected vendor.

The following script outlines the divisions and requirements for which the work is to be completed.

Purpose

The purpose of this scope of work is to establish a clear, concise, and mutual understanding of the nature of the work, the methods to be used, the timeline allowable, the specifications required, and the way with which the aforementioned must be achieved in order to satisfy the contract agreement.

Site Visit: A mandatory site visit will take place on **10 September, 2013**, at the U.S. Embassy, 877 Pretorius, Arcadia, Pretoria at **0900 hours** in support of the abovementioned procurement. During the site visit, the specifications will be read and all participating parties shall be given the opportunity to ask questions pertaining to their bid proposals.

Please confirm your attendance via email to kriekjx@state.gov and lezandap@state.gov

Project:

The structure of this project encompasses two phases of work, civil and mechanical.

The civil being the preparation of an existing pad, to include drainage, drainage grates, an oil/water separator, safety booms, concrete sealer, and must meet or exceed all SABS civil standards for civil work.

The mechanical portion consists of a fully automated car wash of an environmentally friendly design which will be able to wash 15 to 25 vehicles per hour. The system will have the ability to reclaim and recycle a minimum of 95% (with cladding) of the water used in a single wash cycle. The system must include a filtration system to safely contain both hazardous and solid-liquid waste. The machine must be fully compatible with soap that is 100% biodegradable in accordance with the manufacturer's recommendations. The system must be corrosion resistant and be able to provide for a soap wash, rinse, wax, and mechanical drying operation. All mechanical components or accessories of the system must meet all SABS requirements.

Standards

Standards of conduct, work ethic, building practice and construction trades must be strictly adhered to. South African Bureau of Standards (SABS) guidelines and policies regarding all construction disciplines must be followed at all times. Additionally, International Building Code (IBC) standards will be strictly adhered to at all times. With respect to SABS and IBC, the governing institution with the higher standard will be adhered to.

Working hours

For the purpose of this project, and in the interest of both parties, the permitted working hours will be Monday through Thursday from 0745 to 1715 hours, Fridays from 0745 to 1245 hours. Working hours on, Saturdays and Sundays and all public holidays are possible but must be pre-arranged. *Note please that all work is subject to the availability of Embassy escorts. Escorts are not guaranteed under the provisions of this SOW, therefore the U.S. Embassy reserves the right to defer work to the timeframes when Embassy escorts are available to support this project.

Schedule

The contractor shall provide a draft schedule and submit said schedule via electronic communication (email) to the U.S. Embassy Contracting Officer's representative (COR) ** no less than one full week in advance of the timeframe for which the draft is submitted. The U.S. Embassy will approve/disapprove and return via electronic communication said schedule to the contractor, therefore changing said schedule from a draft to a "working" schedule so long as it corresponds to the working hours and the availability of escorts.* The U.S. Embassy will return said working schedule no less than three working days prior to the suggested beginning of work stated within the schedule. The first schedule draft must be clearly identified as draft number "one" (1) with all proceeding draft schedules following in numerical order. The U.S. Embassy will approve/disapprove all draft schedule requests and return all working schedules clearly identifying them as "approved schedules" identifying them with matching numbers from the draft submissions. Both parties reserve the right to ask for scheduled work to be postponed to a later date, for example based on a change in escort availability* or a change in availability from the contractor or its sub-contractor. **All requests for changes in scheduled work must be submitted via electronic communication from one party to the next no less than one full work day (24 hours) prior to the scheduled work.** All requests from must be submitted to the COR and the Facility Manager.

Note: It is in the best interest of all parties to do their utmost to establish a schedule that allows the project to flow and continue so that it may reach substantial completion as soon as possible. The contractor will be required to submit a "work plan" giving the full details of the step by step process of how the work will take place. This work plan is to include demolition, installation, modification (if any) and cleanup.

Site access

Site access will **only** be granted to the contractor and its sub-contractors. Establishing and submitting an access request list with the complete names, identification numbers, and nationality for all persons required to be on-premise to complete the required work. For vehicular equipment, the make, model, and plate number must be provided two working days in advance. The contractor will be required to submit a master list for all persons and equipment on a one-time and one-time only basis. The access request list is to be submitted to the COR one full work week prior to the commencement of the approved work schedule. Additional requests for persons and equipment from the contractor will be considered on a case basis. Once the access list is approved, no additional access lists will be required by the U.S. Embassy during the project duration, so long as the person's on the list remain intact.

Site evaluation

The contractor and its sub-contractor(s) will be granted special access to the U.S. Embassy in order evaluate the project as outlined in the introduction section. There will only be one opportunity for site evaluations. The contractor will be required and responsible for all data gathering and information collection needed to properly plan, manage, execute and complete the work. Any shortfalls in measuring, identifying, locating, repairing, and resolving will be the full responsibility of the contractor. One additional site evaluation may be granted with written permission from the U.S. Embassy explaining the nature, and the need for the additional site evaluation. The U.S. Embassy reserves the right to refuse any additional request.

Site preparation

The preparation of the work space with respect to staging materials and equipment will be at the discretion of the U.S. Embassy. Space is limited and therefore the contractor should plan accordingly. It will be the responsibility of the contractor to provide adequate cover and protection for equipment and material remaining on site during the project cycle. The contractor will be fully responsible for a proper clean up **on a daily basis** of each space worked on. No space can be left unclean after work is complete.

Tools and equipment

All tools and equipment must be in good working condition and be of the proper type and design for the type of work being performed. All tools and equipment must meet the SABS and/or IBC standards for safety. It is the sole responsibility of the contractor to ensure that they and their sub-contractors adhere to the use of proper personal protective equipment (PPE) at all times within the work-space. The U.S. Embassy will be in no way responsible for any injury of any

type due to negligence of safety equipment and poor work practice on the part of the contractor. The U.S. Embassy is not responsible for damage or theft.

The U.S. Embassy has very little storage space available, therefore the contractor and its sub-contractor must submit in writing a minimum of seven work days prior to the scheduled work any request to store tools and equipment on site. The U.S. Embassy will respond with approval/disapproval no less than three working days prior to the requested date for work. The U.S. Embassy reserves the right to deny any and all requests based on the aforementioned statement in this paragraph regarding space availability.

Demolition/Installation

Installation will take place in with the express written consent of the U.S. Embassy COR. All demolition debris MUST be removed from the area on a daily basis and must be detailed in the work plan.

All installed material must be new and of a high quality appearance. No damaged material will be accepted. All installed material must be detailed in the work plan provided by the contractor.

Special circumstances

Special circumstances such as unplanned special events, acts of nature, unexpected labor shortages, strikes, and other delays that are outside of the normal control of either the U.S. Embassy or the contractor will be considered as special circumstances and will be negotiated if and when they occur. All scheduled work is to be considered to be an obligation from both parties and acted upon in good faith and business practice.

Deliverables

All deliverables (materials and goods, tools and equipment needed to complete the work) are the sole responsibility of the contractor and its sub-contractors. All deliveries must be pre-approved in accordance with the guidelines outlined in the work schedule section.

Inspection

The U.S. Embassy and its representatives reserve the right to inspect all work to ensure compliance to host Government as well as international building standards as we see fit. We further reserve the right to invoke a “stoppage” of work for any violation of the aforementioned code violation to include violations in the practice of good safety. In the event of a work

stoppage the U.S. Embassy will not be held accountable or liable for any monetary loss suffered by the contractor or its sub-contractor as a result of a violation caused by either party.

Quality control

Quality control comes in many forms and should be thought of first and foremost within the construction industry on a global scale. Given the fact that we are operating and performing construction simultaneously, the U.S. Embassy respectfully asks the contractor and its sub-contractor(s) to strictly adhere to complete measures for quality control at all times.

Clean up (integral and final)

As previously stated in the above text, the U.S. Embassy holds the contractor and its sub-contractors responsible for clean up on a daily basis with respect to “approved planned work” and for the overall clean up of the entire project area and any adjacent areas that become soiled and dirty as a result of the work being performed. This includes but is not limited to dust, dirt, debris, soft drink and water bottles, paper rubbish, and equipment.

All waste material must be collected on a daily basis and removed from the area.

Damages

Any damages caused by the contractor and/or its sub-contractors will be the responsibility of the contractor, in example, any damage caused by the movement of materials, equipment, tools, and other items in the preparation, installation, or clean up of any work associated with the project. The U.S. Embassy expects the contractor to submit full restitution for any damages caused by the contractor and/or its sub-contractors within a thirty (30) day period from the date of the occurrence.

Snag/punch list

In accordance with host country and international building codes, the U.S. Embassy hereby states that the “snag/punch” list that is all discrepancy items, items found to be unsatisfactory after substantial completion must be agreed upon **in writing**, and once transmitted to the contractor must be corrected within fourteen (14) working days from the date received. The U.S. Embassy reserves the right to accept or reject the snag/punch list as part of final acceptance.

Final acceptance

Upon final acceptance the warranty period from the manufacturer will commence as well as the warranty period for installation and craftsmanship from the contractor, in accordance with host country laws governing such warranty.

Notes:

*Escorts are not employed by the U.S. Embassy to perform duties after hours therefore they are on a volunteer basis and are not guaranteed as part of this working agreement and SOW.

**Project Contracting Officer Representative; Nic Kuhn Kuhnnej@state.gov Mobile: 0791114386

**Facility Manager; Thomas Bauer Bauerte@state.gov Mobile: 0791114398

Closing date for quotations will be **September 16, 2013** and must be sent via email to kriekjx@state.gov and lezandap@state.gov